

Executive Committee Roles

Distribution: BFA members

Adopted April 2007

This is a Policy Document covering the additional roles and responsibilities of Executive Committee members (as required by the BFA constitution section 2.1.2), being as detailed below:

1 Chairperson

1.1 The duties of the BFA Chairperson are outlined in section 2.3 of the BFA Constitution.

2 Treasurer

2.2 The principal duties of the BFA treasurer are outlined in section 3.1 of the BFA Constitution and in Policy Document 6 (Accounts)

3 Vice Chair

3.1 The vice chair of the BFA has the following principal duties

- (a) To chair meetings in the absence of the BFA chairman or to take over the chair in the event of discussion of issues where a potential conflict of interest on the part of the chairman might arise
- (b) To chair the BFA disciplinary commission and be ultimately responsible for maintenance of player conduct
- (c) To assist in coordinating the tournament calendar and ensuring compliance with criteria for BFA sanction

4. Secretary

4.1 The duties of the Secretary shall include:

- (a) the supervising and taking, making and distribution of all minutes to General Meetings
- (b) to attend to the publication of official reports, attest documents, and perform such other functions as usually pertain to that office
- (c) to maintain documentation in an appropriate manner and format for the use of the BFA;
- (d) to oversee the record of the names and addresses of the members, and the status of members of the BFA; and
- (e) to maintain a database of playing venues
- (g) to maintain a database of contacts of corporate bodies with an interest in foosball (including but not limited to: Table Manufacturers, Importers, Operators, Promoters, Sponsors and Media contacts)

5. Womens Officer

5.1 The womens officer of the BFA shall be elected to the BFA executive by the BFA Womens Commission (aka 'the Powder Room').

- (a) She will have primary responsibility for representing and promoting the interests of women and women players within the BFA and UK tournaments, and development of the sport among women in the UK.
- (b) She will have the duty to propose policy motions where these have been decided by the Womens Commission - these should normally be accepted by the executive where they do not
 - (i) incur additional cost in terms of finances or other resources
 - (ii) infringe on the rights of players or BFA members as a whole

5.2 She will have the right to vote on general resolutions in the Executive Committee and the same general duties as other executive committee members

6. Webmaster

- 6.1 The BFA Webmaster is a post requiring skills and abilities in computer programming and web design, and will be co-opted on to the BFA committee - subject to ratification by a general meeting
- 6.2 The webmaster's duties will include:
- (a) overall responsibility for the content and style of the BFA website
 - (b) chair the BFA computing working group
 - (c) responsibility for ensuring the security of the BFA website
 - (d) maintain a back-up copy of the website in the event of data loss
 - (e) the power to appoint individuals to or remove individuals from the computing working group
 - (f) to delegate responsibility to other CWG members for specific purposes or in the event of absence from the UK or of access to the BFA website
 - (g) responsible for ensuring timely updates to the main BFA website, including notification of future events and publication of results and policy decisions
- 6.3 The webmaster has the right to vote on general resolutions in the Executive Committee and the same general duties and responsibilities as other executive committee members

7. Commercial Development Officer

- 7.1 The Commercial Development Officer of the BFA shall have specific responsibility for:
- (a) Chair of the commercial development commission (working group)
 - (b) Coordination of the commercial activities of the BFA including but not limited to:
 - (i) Sponsorship of events
 - (ii) Sponsorship of the national team
 - (iii) Fee-earning services to commercial clients (e.g. expert challenges)
 - (iv) Relationship with foosball-related companies including manufacturers, distributors, operators and suppliers of parts and accessories
 - (v) Paid advertising on the BFA Website and/or forums

8. Youth & Community Development Officer

- 8.1 The Youth & Community Development Officer shall have the following principal duties
- (a) Chair of the Youth and Grass Roots Development forum
 - (b) Development of a programme for increasing awareness of and competitive participation in foosball for persons under 18 years
 - (c) Liaison with educational establishments, including schools, colleges, youth clubs, organisations, governors bodies and similar establishments
 - (d) Liaison with foosball-related companies serving schools, colleges, youth clubs and similar establishments
 - (e) Development of a local structure increasing participation in competitive foosball at a grass roots level